



The Regional English Language Office and
the US Embassy in Bishkek invite proposals for the



English Access Microscholarship Program 2013-2015

SUBMISSION DEADLINE: JUNE 5, 2013

The English Access Microscholarship Program (Access) provides a foundation of English language skills to talented 13-20 year-olds from economically disadvantaged sectors through after-school classes and intensive sessions. Access gives participants English skills that may lead to better jobs and educational prospects. Participants also gain the ability to compete for and participate in future exchanges and study in the United States. Since its inception in 2004, approximately 95,000 students in more than 85 countries have participated in the Access Program.

Proposal Requirements

- Access Program Proposal Narrative
- Access Program Budget Template
- Interview with Regional English Language Office (after submission of Narrative and Budget)

Program Guidelines and Criteria

Providers for 2013-2015 English Access Microscholarship Program will be competitively selected with the following considerations:

1. New Access Providers may host no more than 20 students; returning providers can host larger groups with a well-written proposal.
2. Providers should demonstrate evidence of the ability to manage an academic program, including management of funds, reporting, and instruction.
3. Providers must hire qualified English teachers at a ratio of one teacher for 10-12 students.
4. Providers must hire a program coordinator who can submit reports in English. A coordinator may also be a teacher in the program.
5. Programs must cover a minimum of 360 hours of English language instruction over two years through after school/weekend and intensive sessions.
6. Intensive sessions are usually held during school vacations and summer, and may take the form of an academic camp. Each intensive session can be no more than 8 hours per day and 40 hours in total. Programs usually have two, and the primary focus is English language development.
7. Enhancement activities are counted outside of these 360 academic hours of instruction and should account for approximately 3-4 hours per month.
8. Instructional hours for the Access Program include **ONLY** Access Program students selected for study.
9. Evaluation is required and providers must administer the same English language proficiency test before and after the program to demonstrate student progress.
10. English language proficiency is not a pre-requisite and must not be used as selection criteria.
11. Overlapping Access Programs will not be preferred for the 2013-2015 program cycle.
12. Preference will be given to proposals from under-resources and rural areas.

Budget Guidelines

Budget Item	Per Student Budget for 2 Years	Percentage of Total
Instruction Total		60%
Salary for teachers		
Professional Development		
Books/Materials Textbooks for Students Teachers' Books Other Materials for Teaching Stationary		8%
Administration Accounting Salary for Coordinator Other Related Fees		10%
Transportation for Rural Students for Intensive Sessions for Enhancement Activities		22%
Enhancement Activities		
Food for Intensive Sessions		
Accommodation for Intensive Sessions		
TOTAL		100%

Please note the following:

- Rent may not be included in the budget.
- Teachers should be paid on the basis of a monthly salary for the program, not on an hourly basis. The budget for salary includes the teachers' pension, benefits, taxes, and other related expenses.
- Administration must not exceed 10% of the total budget and includes the coordinator's monthly salary, accounting and banking fees, and other administrative expenses.
- Food and Accommodation require justification in the narrative and budget.
- Providers need to break down four categories totaling \$290 USD: Transportation, Enhancement Activities, Food, and Accommodation. The distribution of these funds among categories will depend upon a provider's plans for intensive sessions and extra activities.

All English Access Microscholarship Program Providers selected for the 2013-2015 cycle will be **required** to attend a mandatory start-up meeting **before** beginning their instructional programs. Proposals must be written in English. Both narrative project and budget breakdown should be submitted electronically no later than June 5, 2013 to:

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